

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director, Foreign Broadcast
 Information Service
 1013 Key Bldg.

EXTENSION

NO.

FBIS-1585/85

DATE

26 JUN 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
 INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for
 Science and Technology
 6E45 HQS.

Request approval for
 593 hours of advanced sick
 leave for

2.

3. Director of Personnel

4.

5.

6.

7.

8.

9.

10. D/FBIS
 1013 Key Bldg.

11.

12.

13.

14.

15.

ADMINISTRATIVE INTERNAL USE ON

FBIS-1585/85

26 JUN 1985

MEMORANDUM FOR: Director of Personnel

THROUGH: Deputy Director for Science and Technology

FROM:

Director, Foreign Broadcast Information Service

SUBJECT: Request for Advance of 593 Hours of Sick Leave -

1. Paragraph 3 of this memorandum requests your approval of 593 hours of advanced sick leave for

2. has to her credit 57 hours sick leave and 108 hours annual leave through the pay period ending 8 June 1985. She wishes to retain her annual leave balance in the event her child, born prematurely, becomes ill following her return to duty on or about 30 September 1985. She will be incapacitated from 20 May 1985 to 30 September 1985. A physician's statement is attached.

3. I recommend request be approved.

Attachment:

Physician's Statement

CONCUR:

Deputy Director for Science and Technology

Date

APPROVED:

Director of Personnel

ADMINISTRATIVE INTERNAL USE ONLY

Date

ADMINISTRATIVE INTERNAL USE OI

SUBJECT: Request for Advance of 593 Hours of Sick Leave -

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DDS&T/FBIS/Per (20 Jun 85)

Distribution:

Orig - Addressee (Return to D/FBIS)

3 - DDS&T (w/att)

1 - D/PERS (w/att)

✓1 - D/FBIS Chrono (w/o att)

1 - JDC Corres File (w/o att)

1 - AS Chrono (w/o att)

1 - P&TB (w/att)

STAT

1 -